

STUDENT ACTIVITIES & ORGANIZATIONS



MINI-RESOURCE GUIDE FOR ADVISORS

A Mini-Resource Guide for Advisors of
Student Organizations at Purdue University

Introduction

A student organization advisor's primary role is to assist in the development of Purdue students. It is a chance for students to apply knowledge they obtain in the class to real world situations and an opportunity to develop leadership skills, ethical decision-making skills, and creativity. The level of involvement of the advisor varies from one group to the next as different organizations require different levels of commitment from their advisor. Being an advisor to a student organization at Purdue University can be a very fulfilling and rewarding experience – one that benefits both the students and the individual advisor. This handbook is designed for all advisors who have generously given their time to help students achieve a well-rounded education both in and outside of the classroom.

Why Advise?

Advising provides the opportunity to contribute to the growth and development of students. While many of you already know why you advise, the information below could primarily be used for staff members in your office who are new to advising or for staff members who are trying to remember what they liked about advising in the first place. As we all know, we have the opportunity to work with students within the organization as they learn about themselves and from one another. The following are a few more reasons why advising can be a fun and satisfying position on a college campus.

- Satisfaction in seeing the student organization become successful on campus
- Ability to see the students develop self-confidence
- Ability to make a difference in students' lives
- Ability to learn from students and be involved in campus events
- Ability to see students implement what has been learned in the classroom
- Ability to network with other colleagues who also advise student organizations
- Ability to form long-lasting relationships with students & serve as mentors and role models to them
- Satisfaction in seeing the student organization build character, trust, and responsibility

*Taken in part from:
Dunkel, N.W. & Schuh, J.H. (1998). Advising student groups and organizations. San Francisco: Jossey-Bass.*

Evaluations

Evaluations are a basic way to keep track of assessment, goals, and level of involvement for each student group one advises. In the Student Activities and Organizations Office, we have found it helpful to ask a number of questions of ourselves and of the organizations each year. These evaluations are a suggestion only to assist you in evaluating your role as an advisor, the goals of the organization, and the expectations of both parties. However we realize that every advisor's role is different depending on the groups they advise, so please feel free to change, add, or delete any of these questions to better fit your role as an advisor.

Some examples of an advisor self-evaluation checklist:

1. Do I actively promote motivation and encouragement to the members?
2. Do I know the goals of the organization?
3. Do I know how to confront negative behavior of the members?
4. Do I know the university procedures and policies?
5. Do I understand how the issue of diversity affects the organization?

Some examples of an advisor-driven evaluation of the organization:

1. Do members understand purpose of organization?
2. Is membership growing and stable?
3. Are events planned with the need of the members in mind?
4. Do members keep accurate financial records?
5. What do members use the advisor for?

Some examples of an organization-driven evaluation of the advisor:

1. Is the advisor an encouraging and engaging member of the organization?
2. Does the advisor know where to find assistance for the organization?
3. Is the advisor's mode of communication established and used regularly?
4. Does the advisor have a working knowledge of the group and its mission?
5. Could the advisor do anything differently in order to be a better advisor?

Basics of Programming

In the Student Activities and Organizations Office, we have found that planning a program for 15 people takes as much care as planning for 500 – a student organization will go through similar steps and planning strategies to make sure the event goes smoothly. The list below should be shared with student organizations in helping them plan special events on campus.

- **Before planning -**
 - Determine the goals of the program
 - Brainstorm the type of program and possible themes that will fulfill goals
 - Decide on a program that fits within your budget.
 - Is the program unique?

- **Steps for planning -**
 - At least two weeks of advance planning is suggested.
 - Reserve campus space by contacting the following areas:
 - *Elliott Hall of Music ~ Room 133 | 49-43935*
 - *Krannert Building ~ Room 483 | 49-44340*
 - *Purdue Memorial Union ~ Room 8 | 49-48911*
 - *Purdue Village Community Center ~1231 Gates Road | 49-63579*
 - *For Squirrel Park Recreational Sports Center ~ Room 107D | 49-43116*
 - *Space Management ~ Engineering Administration Building, Room 402 | 49-43900*
 - *Classrooms - HOVDE, Room 45 | 49-45700*

- **Publicizing Your Event**
 - GETINVOLVED@Purdue~ you may post events, meets, and callout on the virtual flyer board @ www.getinvolved.purdue.edu
 - PurduEboard~ Your organization may post flyers on eSidewalk @ www.purdue.edu/eboard.
 - Note Flyers Posted on GetInvolved will automatically be sent to eSidewalk, BTV, and MyPurdue.
 - *Lists* ~ You may acquire lists of mailing addresses of enrolled students, alumni, student organization presidents, and advisors. Forms are available in the Student Activities and Organizations Office. In some cases, student organizations can also direct mail University staff. **Student email addresses are not permitted to be distributed by our office.** The Dauch Alumni Center (49-45175) can provide information on all alumni.
 - *SAO Bulletin Board* ~ Every two weeks, our office distributes an e-mail bulletin board to all student organization presidents and advisors.
 - *Chalking* ~ **only** allowed on concrete sidewalks that are exposed to weather. Organization names must be prominently displayed. **Spray chalk is prohibited.**
 - *Paper Advertisements* ~ Can be posted on kiosks, and bulletin boards.
 - *Showcases* ~ Reserve showcase space for your student organization. Contact

the PSUB office at 49-48976.

- *PSUB Movies* ~ advertise your student organization event at the beginning of a movie. For more information, contact the PSUB office at 49-48976.
- *Purdue Cable (BTV)* ~ Forms are available in our office.
- *Mortar Board Calendar* ~ To list your event in the Mortar Board calendar, you must schedule it before the end of the spring semester. Forms are available in our office or on the Mortar Board website at www.purdue.edu/mortarboard

- **Finances**

- Financial advice is available from the Business Office for Student Organizations (BOSO) in Schleman Hall, Room 213, 49-45375.
- Presenters such as bands, comics, speakers, and hypnotists may require contracts and liability insurance. These contracts need to be approved by BOSO.
- All of your organization's funds must be deposited in accordance with BOSO regulations.

- **Night Events**

- Events may be scheduled to end no later than the following times:
 - Sunday–Thursday Midnight
 - Friday and Saturday 3 a.m.

- **Food**

- If the food you are serving is not prepared by a catering service or residence hall, you must obtain information about food preparation safety from Environmental Health, located in the Purdue Student Health Center, Room B21, 49-41498. More information may be required if food is being sold. Environmental Health requires three business days to review information.

- **Film or Video Showings**

- FCC regulations regarding the viewing of films must be followed. Videos may not be rented and shown as a club activity without a public license. Information about obtaining a public license is available in our office.

- **Security**

- Security may be required for events that attract large numbers of people or that bring people in from outside the campus community. The Purdue University Police Department may be required to provide advice about safety and security issues related to your event. This process takes three business days.

- **Risk**

- Assess the risk of your organization's event (ie: working with children, date auctions, paintballing, skiing, or car smashing). Please check with the SAO office to adhere to the guidelines of particular events and refer to the Student Organization Handbook on www.getinvolved.purdue.edu .

- **Outdoor Events**

- See University Regulations for noise restrictions for outdoor events and/or demonstrations or rallies.

- **Conferences**

- If you are holding a conference where a fee is charged, or where people other than Purdue students will be attending, or both, you must consult the Division of Conferences in Stewart Center, Room 116, 49-47219. If the Division of Conferences will not facilitate your activity, then you will need to complete an Event Planning Form (available in our office or online).

Policies and Procedures

There are several policies and procedures that we, in the Student Activities and Organizations Office, have found that advisors must be familiar with in order to help their student organizations plan events and activities. Some of these policies and procedures are listed below along with contact information:

- **Alcohol**

- All Purdue students are responsible for complying with the Indiana state laws. Attention is called to the Indiana Alcoholic Beverages Law that states specifically:
 - No person under 21 years of age may use or be in possession of alcoholic beverages.
 - Persons 21 or over may not make alcoholic beverages available to minors.
 - Misrepresentation of age for the purpose of purchasing alcoholic beverages is a violation of state law.
- In addition to Indiana state laws, the following University regulations apply:
 - The University prohibits the possession, consumption, distribution, or sale of alcoholic beverages, as defined by state law, in or on any University property, with the following exceptions:
 Personal possession and consumption of alcoholic beverages are permitted in Purdue Village (family apartments only), resident rooms in Young and Hawkins Halls occupied exclusively by graduate students, and by registered occupants of guest rooms in the Union Club Hotel, subject to compliance with all University regulations and applicable Indiana state laws.
 Possession, consumption, distribution, and sale of alcoholic beverages are permitted, with advance approval by the Executive Vice President and Treasurer or his/her designee, in areas designated by the University and under the supervision of the Purdue Memorial Union or the Department of Hospitality and Tourism Management, subject to compliance with all University regulations and applicable Indiana state laws.
- The University prohibits the serving of alcoholic beverages in any University undergraduate residence hall, and at any function on campus where a majority of attendees are projected by University management to be less than 21 years of age. All policies and procedures regarding the approval of and funding for a student organization event must be complied with and completed before a request for service of alcoholic beverages will be considered (*Approved by the Board of Trustees, May 31, 1997*).

- **Hazing Policy**

Part 7 — Regulations and Procedures for Recognized Student Organizations
Section VIII — Policy Against Hazing (Administrative Approval, February 11, 1994)

- Certain forms of hazing are criminal offenses in Indiana. All forms of hazing are prohibited by Purdue University both on and off campus.
- Hazing means forcing or requiring another person, regardless of that person's consent, to perform an act that:
 - Creates a substantial risk of physical harm;
 - Substantially or seriously demeans or degrades any person; or Interferes with any person's scholastic activities.
- Any hazing allegation against a student organization will be investigated by the University. If found guilty in a disciplinary action, the student organization may incur a disciplinary penalty as specified in Section IX that follows. University action occurs whether or not civil or criminal actions take place.
- In addition to action taken against a student organization, the University may take action against individual students for hazing when their conduct falls within Part 5-Section III-B-2 above.
- **Any person suffering or witnessing a hazing activity is strongly encouraged to report the incident to the staff of the Office of the Dean of Students.**
- **The president of each student organization is responsible for informing pledges, affiliates, initiated members, and guests of this policy.**

Travel Tips

Occasionally, student groups will want to or need to travel off-campus in order to proceed with the mission statement of their group. Traveling off campus, while fun, requires a number of organizational components to be completed before leaving Purdue.

Travel Planning Form (TPF)

If your club is traveling outside of Tippecanoe County, you must complete a TPF. The information needed to complete the TPF includes the following:

- A list of participants
- Signatures from your advisor and officers
- Names of drivers
- Phone number and address of destination
- Estimated costs for the trip

At least two weeks of advance planning is suggested.

Examples of events needing a TPF include . . .

- Barndances and Hayrides ~ A certificate of insurance and/or a special rider on insurance coverage are required.
- High-Risk Activities ~ A hold harmless agreement should be secured surrounding all higher-risk activities like paintballing, canoeing, or skiing. This may help protect Purdue University and your organization.
- Conferences and Meetings ~ you may attend off-campus conferences to meet other organization leaders with similar goals and objectives.
- Competitions and Tournaments ~ your organization may travel to other universities for competitions ranging from cycling to debate.
- Educational Trips ~ educational activities include, but are not limited to, trips to the stock exchange, factories/plants, zoos, and museums.

Transportation

- MVR(RMO1) checks required for all student drivers; cost of MVR checks to be charged to the Student Organization
- Private Vehicles ~ **the owner's insurance is the primary coverage, and each driver and owner should carry at least one million dollars in liability coverage.**
- University Vehicles ~ may be used for educational activities that pertain to your organization's purpose and charged through your BOSO account. Age requirements and length of trip must be approved in advance.
- Other Transportation ~ If you are using a rental company, we suggest that you purchase the additional insurance.

Planning a Retreat

If you will be holding an off-campus retreat, consult our office for help in the planning process. We can provide information on Icebreakers, Team Building, Faculty and Staff Speaker List, Retreat Locations, and Leadership Programs.

GetInvolved@Purdue

The GetInvolved@Purdue website, www.getinvolved.purdue.edu , which is designed to complement the “Get Involved” booklet, is the online gateway to the entire student organization database, as well as links to student groups affiliated with PMO, Purdue Bands, BCC, and LCC.

After creating an individual profile, every Purdue student has the ability to access information and to request to become a member of any of our 850 student organizations here on campus. Through the use of simple “management tools”, organization officers are able to create and update their individual organization pages with the latest events, pictures, YouTube videos, contact information, and more—the possibilities are virtually endless! In addition, organizations can post “read only” documents, such as constitutions and bylaws, for access by members only and can create and manipulate forms to collect specific information as needed. Officer election reports and members and their positions are also stored and easily accessed from each organization’s page. With the use of various privacy settings, members control the information shared by others and can even create online invitations sent through email to any group of students they choose. Essentially, GetInvolved@Purdue is the “one-stop-shop” for any students interested in becoming involved in campus life activities at Purdue University.